



We build strong kids, strong families, strong communities.

**NEWPORT COUNTY YMCA**

School's Out  
Parent Handbook



**Before & After-School Childcare Programs  
Serving the Towns of:**

**Jamestown**

**Middletown**

**Newport**



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Program of the  
Newport County YMCA  
*Licensed by Rhode Island's Department of Children, Youth, & Families*

Newport County YMCA Schools Out  
792 Valley Road  
Middletown, RI 02842  
(401) 847-9200

**Newport County YMCA Directory Listing**

Board of Directors

Executive Director  
Associate Executive Director  
Child Care Director  
School Age Director

Pete Milinazzo  
Mike Miller  
Shannon D'Eramo  
Aly Zalewski

**Newport County YMCA After School Program**

The Newport County YMCA with the Middletown, Newport, and Jamestown School Departments recognize the need for a quality childcare service for children of working parents. This program is a place for children in grades K-8<sup>th</sup> to go and participate in during the hours before (provided) and after school. The philosophy of the YMCA childcare programs is to create an emotionally supportive and creative environment, where children will be encouraged to reach his or her greatest emotional, intellectual, social, and physical development.

## WELCOME

We are glad that you have chosen the Newport County YMCA's "Schools Out" program for your child. By working together, we can make this year a successful and fulfilling one. This handbook is designed to help you and your child with a smooth transition and be a guide for any questions or concerns that you may have about the program. It will also contain procedures, policies, and contact information.

If you have any questions or concerns that cannot be answered by this handbook, please do not hesitate to contact the School Age Program Director.

## LOCATIONS OF THE NEWPORT COUNTY YMCA SCHOOL AGE PROGRAMS

School Age Program Director- Aly Zalewski (401) 847-9200 x125  
alyz@newportymca.org

### **Aquidneck School**

70 Reservoir Road  
Middletown, RI 02842  
Telephone 401-847-4921

### **Forest Avenue School**

315 Forest Avenue  
Middletown, RI 02842  
Telephone 401-849-9434

### **Cranston-Calvert School**

15 Cranston Avenue  
Newport, RI 02840  
Telephone: 401-847-1660

### **Underwood School**

90 Harrison Avenue  
Newport, RI 02840  
Telephone: 401-847-2785

### **Sullivan School**

35 Dexter Street  
Newport, RI 02840  
Telephone: 401-847-2023

### **Jamestown-Melrose School**

76 Melrose Avenue  
Jamestown, RI  
401-423-7020

## **Newport County YMCA Mission Statement**

The Newport County YMCA is an association of people of all ages, ethnic origins, religious affiliations and socio-economic levels. The basis of the association is founded in Judeo-Christian values and its purpose is to significantly improve and positively influence the quality of life for our members, our families, and our community. Emphasis is placed on the whole person through the programs and activities that help develop physical, mental, spiritual and social well being.

### **School's Out Goals**

It is the goal of the School Age Child Care Program to identify and provide for the needs of each child as an individual. IN response to community needs the Newport County Regional YMCA and the Middletown, Newport, and Jamestown School system have developed and expanded their childhood programs to meet the need for quality and comprehensive care for school age children.

### **Program Objectives**

- To provide a program of creative learning experiences and supervised activities, which offers opportunities for the child's development and education.
- To promote more effective, on-going family functioning and improve the future of the family's life, by linking children and their family to resources that can continue to provide social services in the future.
- To provide service to children and families that does not discriminate on the basis of race, religion, culture, political beliefs, origin, disability, sexual orientations or marital status.

## PAYMENT POLICY

<b>Program Type</b>	<b>Monthly Payment</b>	<b>Deposit</b>	<b>Registration Fee</b>
5 day AM & PM *	\$305.00	\$150.00	\$35.00
5 day PM	\$255.00	\$130.00	\$35.00
3 day PM	\$205.00	\$110.00	\$35.00
2 day PM	\$140.00	\$140.00	\$35.00
1 day PM	\$70.00	\$70.00	\$35.00
AM only*	\$160.00	\$80.00	\$35.00

\* AM only offered for Middletown Elementary Schools

### PRICES ARE SUBJECT TO CHANGE AND ACCOMODATIONS CAN ALSO BE MADE FOR VARYING SCHEDULES

**Registration Fee:** A \$35.00 non-refundable registration/processing fee per child. Must be paid by all participants. **NO EXCEPTIONS!**

**Deposit:** To reserve a spot, a deposit equal to two weeks of tuition is due upon registrations. This will be applied to your child's last two weeks in the program. Tuition is due before or on the first of each month that your child is enrolled, unless you are on an approved payment plan. Payments received after the 5th of each month will be charged a \$10.00 late fee.

**Checks:** Please put your child's name, the program he/she is attending and the weeks/months that the payment is for on the front of the check.

**Cash:** When paying by cash, you must turn it in to the main office and be sure to get a receipt from the receptionist. If using a money order please treat it like a check and write your child's name, program, and month it is paying for on it.

**Late Fees:** A late fee will be charged for picking up your child after our pick up time. For every minute you are late you will be charged \$1.00 for the first offense, and double that for the second. If there is a third offense there will be a removal from the program.

## **PAYMENT INFORMATION CONT.**

**Monthly Payments:** All payments are due by the first of the month for the next month's service. A \$10.00 late fee will be charged to your account for all payments not received by the 10<sup>th</sup> of the month. ***If payment is not made your child will be subject to suspension from the program until the payment is made in full. NO EXCEPTIONS!***

**Returned Check Fee:** There will be a \$20.00 service charge for all returned checks. The return checks cannot be re-deposited. A payment must be made by money order or credit card.

**Withdrawal Policy:** Withdrawal from the program requires a two-week notice to the school age director in writing, e-mail, or a phone call. Your initial deposit made at time of registration will be used to pay for those two weeks. However any additional charges and a balance may still be due on your account. If a withdrawal is made without advance notice, the deposit will be forfeited. Deposits can only be credited and not refunded.

**Refunds:** Refunds are not given; we will only credit your account! If your bill has weeks or months that is not paid, we will move the money to those weeks or months.

**Schedule Changes:** All changes to your child's scheduled days must be done in e-mail, writing, or by verbal contact to the school age director. Change forms need to be filled out by the director so you will not acquire the wrong charges on your billing statement.

**Holiday/Vacation/Illness:** Tuition only includes the 180-day school year calendar. If your child is ill we are not responsible for refunding that day missed. Vacation and Holiday Camps are available at the Newport County YMCA during those days of no school and must be purchased separately. Registration must take place in the office and you may only sign up if you do not have an outstanding bill.

### **PLEASE NOTE:**

***A full weeks or month of tuition is due, regardless of the exact numbers of school days or vacation. The cost of operating the program does not change when the children are out due to illness, or when a holiday or snow day closes the center. Therefore credits for such days cannot be given.***

## **REGISTRATION POLICIES**

**Program Registration:** The School's Out Registration begins May 1<sup>st</sup> each year for current and new members of the School's Out Program. Registration forms, fees, and immunization records are due at the time of registration in order for your child to be enrolled.

**Vacation Registration:** Vacation programs are held during the school year on days there is school vacation. Registrations for these weeks are separate from after school. You may only register for vacation camp(s) if you do not have an outstanding balance in afterschool or any other program at the Newport County YMCA. Payments for vacation camp must be made at time of registration!

**Payments Due:** At time of registration for the After School program you must pay the \$35.00 registration fee and deposit. You must also have the first month's payment in prior to the start of the month for your child.

**Registration Forms/ Policy Agreement:** All forms must be completed prior to registration. Emergency contact numbers and active phone numbers are required. All participants should be given a parent handbook to look over and sign. Your signature is an agreement to all policies in the book.

**Immunization Forms:** We must have a copy of your child's immunization form for your registration packet to be complete. No child can register unless all documents are collected to complete the registration process. A checklist will be provided and must be cleared by school age director.

**Checklist:** This checklist must be completed and initialed by staff / director in order for your child to be enrolled in the after school program. This checklist will verify that all information has been completed and all participants in the program have received policies.

**Personal Information:** Please keep your Site Director informed of any family changes occurring at home, which may affect your child's behavior, i.e., death in family, separation or divorce. All information will be confidential. Also please let staff know of any custody issues or restraining orders that may be active.

## Calendar

The after school program follows the school year calendar (180 days). If the school is not opened due to holidays, school vacation, staff development, etc., then there will be no care that day offered. In place of those days we do offer care at the Newport County YMCA for an additional cost. Please be aware of those days and make sure to register your child if you do need care, space is limited.

The Newport County YMCA is open during most of the year except on the following:

- Easter
- Memorial Day
- Independence Day (July 4)
- Labor Day
- Thanksgiving
- Christmas Day

## Snow and School Closings

If severe weather occurs, the Newport County YMCA after school program follows the local school districts emergency closing procedures. If there is a delay to the start of school then there will be no A.M. care offered that morning, but still will have P.M. care. If there is an early dismissal then P.M. care. If you have any questions whether the program is in session or not please call the after school director.

SCHOOL DISTRICT	YMCA PROGRAM
Are closed	Closed
Have a morning delay	No AM Care
Early Dismissal	Closed

# **ATTENDANCE POLICIES**

## **Attendance & Notification of Absences**

Attendance will be taken daily for security purposes. If your child will not be attending we ask that you please contact the After School Program or the School Age director (847-9200 x125) no later than 1:00 p.m. Messages may be left on the answering machine also that is available 24 hours a day.

## **Arrival & Pick Up of Children**

A parent or an authorized pick up person that is listed on the registration form must sign out children. You must notify the school age director if someone other than the people listed will be picking up the child that day. We require that everyone picking up a child show a picture ID before we can release the child. We also ask that if you need to add people to your pick up list you do so with the site directors and also notify the school age director in writing.

## **Late Pick Up of Children & Penalties**

- ❑ A late fee of \$1.00 per minute will be charged if your child is picked up later than 6:00 p.m. You will receive a late slip with the amount owed that must be paid.
- ❑ The following procedures will be used if a parent is late picking up:
  - Attempts to reach the parent and/or emergency contact people listed will begin at 6:05 p.m.
  - If by 6:15 p.m. we have been unable to make contact with the parents or emergency pick up people and there have been no attempts to contact us, then authorities will be contacted in which case your child will be given to them.
- ❑ If a child is picked up anytime after 6:30 p.m. they will be on suspension from the program the next day.
- ❑ If constant lateness occurs more than two times, it will result in a termination from the program.

## **Health Policy**

Every child enrolled in our program must have an annual physical and be up to date with all immunizations. It is state regulation that we be informed of all immunizations as they occur. Please do not send your child to the program or vacation camps when he or she is ill. Your child must be kept home if any of the following symptoms are present:

- 100 degree oral temperature
- Vomiting within 24 hours of coming to the program, or vomiting at school
- Green or yellow nasal discharge (This indicates a sign of an infection, and we will need a doctors note stating the child is free of infection.)
- Frequent and/ or productive cough
- Diarrhea (any loose bowel movement)
- Rash (a note from the doctor stating the rash is not contagious is needed before returning)
- Any communicable disease (chicken pox, measles, conjunctivitis, etc.)

Your child must be free from symptoms for 24 hours before returning to the program. Please cooperate with this policy for health reasons. Children who become ill while attending in the program will be isolated from other participants and the parent/ guardian will be notified to pick up their child immediately.

## **Communicable Diseases**

Children with the following ailments must be excluded from the program for the time specified:

- Chicken Pox- 7 days after rash appears or until pox have crusted
- Scarlet Fever- 24 hours after the start of adequate treatment
- Scarletina- 24 hours after the start of adequate treatment
- Strep Throat- 24 hours after the start of adequate treatment
- Ringworm- following antibiotic treatment
- Head Lice- until lice and nits have been removed and lice free for 24 hours.
- Conjunctivitis- while inflammation or drainage is present
- Impetigo- after the child is healed and has been on antibiotics

## Discipline Policy

The School Age Program subscribes to a “positive discipline” philosophy. Children are respected and treated as human beings at all times. Corporal punishment is strictly prohibited. We use positive reinforcement and redirect negative behavior. If a child’s negative behavior becomes a detriment to him/herself, or to a classmate, “time out” may be used. If a child is asked to sit in a “time out” specific tasks will be used to calm the child and have him/her think about what choices they have made to give them the time out they are receiving. A child cannot correct an action if they do not understand what they did wrong. A child should not sit in time out any longer than 10 minutes. We recommend one minute per the age of the child.

Think sheets are available to the children to write or draw how they feel about what they did as a means of understanding the behavior or incident that just took place. A staff member will help them thru this process to ensure the child makes better choices during the program. The child will return to the group when he or she feels ready. The goal of this procedure is to encourage children to practice positive self-control.

If an incident occurs and the staff member feels the need to inform the parents, they will complete in writing a written “Warning” notice. This notice will inform the parent/ guardian of the incident and the steps taken in the discipline policy stated below:

**1<sup>st</sup> & 2<sup>nd</sup> Warning:** Parents will be informed and ask to also address the issue with the child. The child has received a time out and staff has addressed the behavior.

**3<sup>rd</sup> Warning:** Parents will be informed of the incident. The parents will also be notified that the child has three warning and another warning will result in a suspension from the program.

**4<sup>th</sup> Warning:** Parents will be informed of the incident. Parents will be notified that the child has been suspended from the program for at least 24 hours. Any questions or concerns can be directed to the School Age Director.

**Suspension/ Termination:** In some incidents immediate suspension can take place. The Newport County YMCA follows a zero policy tolerance just like the schools. Therefore any physical engagement with another student will result in a 24 hours suspension. If a physical altercation happens again the child will be terminated from the program.

## **Parent's Responsibilities**

- Parents are responsible for knowing and adhering to all policies and procedures established in handbook.
- Parents are responsible for keeping up to date on all pertinent information posted or sent home in the form of newsletters and notes.
- Parents must supply the Newport County YMCA with a complete set of records for each their enrolled children. These records consist of a registration form, emergency contact numbers, and updated immunization records. We require this all be on file before your child can begin the program.
- Parents are expected to provide appropriate seasonal clothing.
- Parents are expected to respect the pick up times for their child.
- Parents are required to make childcare payments on time. Failure to do so will result in a suspension from the program until outstanding balance is paid in full.
- Notify staff or school age director if your child will be absent from the program.

## **Child Custody Issues**

In case of Joint Custody, it is the policy of the YMCA to honor the requests of the parent who has physical placement of the child. Please keep the director informed of any changes in custody. Documentation may be requires in some instances. If restraining orders are in place, we will need a copy on our files.

## **Special Concerns**

If there is anything bothering you or your child please call or stop by the School Age Directors office. Our goal is to make this the best childcare available and we welcome your suggestions.

# CONTRACT AGREEMENT

By signing this contract I agree to the terms and policies presented to me in this packet. Failure to obey by the parent handbook may result in immediate termination from the program. Any questions I have regarding the information in this packet have been addressed and attended to by the school age director.

Parent/ Guardians Name

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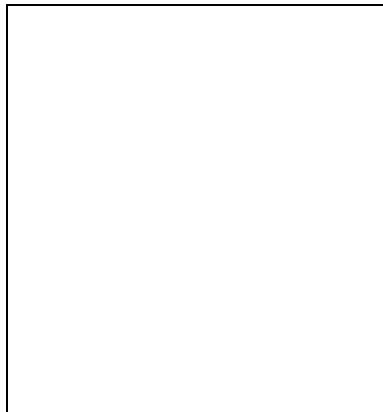
Please print

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Signature

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Date



**PLEASE SIGN AND REMOVE. YOU MAY HAND IN WITH REGISTRATION.  
PLEASE KEEP THE HANDBOOK FOR INFORMATION  
NO CHILD MAY START UNLESS CONTRACT HAS BEEN SIGNED AND RECEIVED BY  
THE SCHOOL AGE DIRECTOR.**